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ABSTRACT

This document collects and reports wages paid to workers in occupations of private establishments with 99 or fewer workers in August 1988 in Maricopa County, Arizona. The first section describes the survey format and sample. Narrative material and data tables provide information on the response rate, employment and wage movements in Maricopa County, weighted-average wage rate changes by occupational groups and industries, and occupational wage changes in Maricopa County. The second section presents the industrial wage structures. Wage information is reported for the following seven major industrial classifications: construction; manufacturing; transportation, communications, and public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Within these industries, the job titles are grouped into the occupational categories of managerial, professional, technical, service, maintenance and production, clerical, and sales. A summary occupational table, which contains all the wage data for the county, is provided as an estimate of industry-wide levels. A glossary of definitions of occupations is appended. (YLB)

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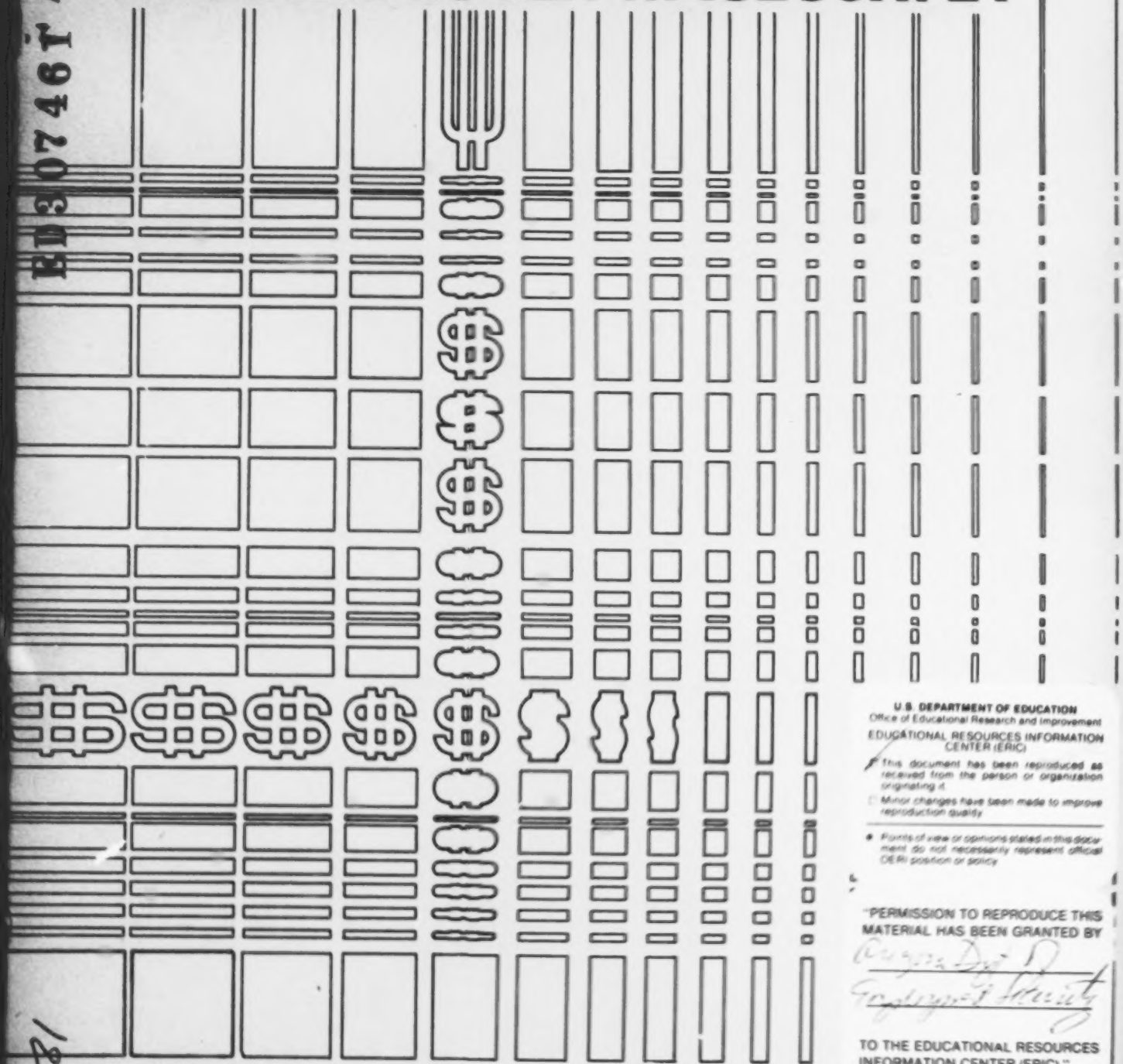
ED307461 ARIZONA

LABOR MARKET INFORMATION
1988 MARICOPA COUNTY
SMALL EMPLOYER WAGE SURVEY



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MARICOPA COUNTY
SMALL EMPLOYER
WAGE SURVEY

DECEMBER 1988

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MARICOPA COUNTY
WAGE
STRUCTURE

INTRODUCTION

The average wage of a typical worker of a small employer in Maricopa County increased 4.3 percent to $9.60 per hour from August 1987 to August 1988. Employees in retail trade, manufacturing, and construction industries enjoyed larger average wage increases of 6.4, 5.2, and 4.7 percents. Workers in service businesses recorded the lowest increase in average wage level for the time period, 1.9 percent. Employees in transportation, communications, and public utilities (TCPU) received lower average wages of 2 percent. The remaining industrial sectors of finance, insurance, and real estate (FIRE) and wholesale trade recorded average wage rate increases of 4.2 and 3.1 percent.

A typical service worker, mainly in the food industry, earned an average wage of $4.97 per hour in August 1988. A maintenance and production employee made $8.42 per hour; a clerical worker made $7.52 per hour. Those people in managerial occupations enjoyed an average wage level of over $14.00 per hour in August 1988.

Employees in the higher paid occupational groups of managerial, professional, and technical brought home the larger average wage level increases of 8.5, 9.7, and 9.7 percent. Workers in service jobs recorded only an 0.8 percent increase. Employees in maintenance and production occupations recorded a 0.1 percent decline in their average wage rate for this year. Employees in clerical occupations recorded a 4.9 percent rise in their average wage.

SURVEY COVERAGE

The ***Maricopa County Small Employer Wage Survey*** gathers and reports wages paid to workers in occupations of private establishments with 99 or fewer employees. The survey month was August 1988. Data were collected by mail from randomly selected, undisclosed employers in Maricopa County.

The survey selects the occupations from the occupational employment table in the publication, ***Arizona Occupational Employment Forecasts***. The occupational titles between the two reports are not always comparable, but every effort has been made to ensure consistency. These occupations account for more than 65 percent of the county's non-agricultural wage and salary employment, and are selected to be representative of its occupational and industrial structure. This year's all-industry table includes 152 occupational wage structures.

The wage information is reported for the following major industrial classifications: construction, manufacturing, TCPU, wholesale trade, retail trade, FIRE, and services. Within these industries, the job titles are grouped into the occupational groups of managerial, professional, technical, service, maintenance and production, clerical, and sales. A summary occupational table, which combines all the wage data for the county, provides an estimate of industry-wide levels.

FORMAT OF THE SURVEY

Eight separate survey forms were developed due to the differing occupational structures in the industries. Each of the forms contains only the dominant occupations for an industry, which reduces the length of the survey and makes it easier to complete. The eight survey questionnaires contain many of the same occupational titles since some of the job classifications are common to a variety of firms in both the manufacturing and nonmanufacturing sectors.

The following information was requested for each occupation:

Number of full-time employees - defined as individuals who worked 20 or more hours for the reported week and spent at least 50 percent of their work time performing the occupation's described duties.

Lowest and highest wage paid - excludes overtime, tips, meals, commissions, and other premium monies.

Weighted average wage rate - computed by multiplying each pay rate by the number of employees receiving it, totaling the results, and dividing the sum by the total number of employees in that occupation.

Wage period and ***hours***.

DESCRIBING THE SAMPLE

There were 9,855 small private employers in Maricopa County in the last quarter of 1987, according to the Department of Economic Security's Unemployment Insurance Employer Contribution file. From this universe, 5,388 establishments were canvassed using a random selection procedure which ensured that all of the county's small firms had an equal likelihood of being surveyed. These 5,388 businesses, employing approximately 217,000 workers, were selected to represent the universe of firms that employ 296,000 employees in Maricopa County. Each of the industrial sub-samples was proportionally stratified according to its share of total employment during the fourth quarter of 1987. The response rates of previous years were also used to determine sample and sub-sample sizes for yielding an adequate amount of data upon which to base occupational and industrial wage estimates.

EDITING THE SURVEY

Wage questionnaires were edited for completeness and accuracy. This includes checking for reporting errors and data that may skew averages, and disregarding information on occupations not common to an industry. Also, an analysis of an occupation's wage level in different industries was conducted.

RESPONSE RATES

Responses were received from 1,061 businesses, or 19.7 percent of the surveyed establishments in Maricopa County. These respondents constitute 10.8 percent of the employers in the universe and an estimated 26.9 percent of its employment. The rates of response of the employers in the various industries correspond closely to the industries' employment percentages in the fourth quarter of 1987. This result provides useful comparative wage data and ensures that the overall occupational wage levels are not dominated by the wages paid in any one industry. Since this pattern has continued for the last several years, the industrial and occupational wage structures for these periods can be compared with some degree of confidence.

TABLE 1. INDUSTRY RESPONSE AND EMPLOYMENT RATES

	RESPONDENTS		
	NUMBER	EMPLOYMENT PERCENT	FOURTH QUARTER 1987 INDUSTRY EMPLOYMENT RATES
Mining	2	0.2	0.1
Construction	119	11.2	14.8
Manufacturing	114	10.7	11.7
TCPU	45	4.2	3.8
Wholesale Trade	125	11.8	11.4
Retail Trade	265	25.0	21.9
FIRE	90	8.5	8.5
Services	301	28.4	27.8
TOTAL	1,061	100.0	100.0

TCPU = Transportation, Communications, and Public Utilities
FIRE = Finance, Insurance, and Real Estate

The estimated industrial employment for the universe and the survey's respondents is shown in Table 2. The larger the response, the more reliable are the wage level estimates.

TABLE 2. ESTIMATED EMPLOYMENT OF UNIVERSE AND RESPONDENT FIRMS

	UNIVERSE ESTIMATED EMPLOYMENT	TOTAL ESTIMATED EMPLOYMENT OF RESPONDENTS	RESPONDENTS AS A PERCENTAGE OF UNIVERSE
Mining	360	150	41.7
Construction	43,760	8,925	20.4
Manufacturing	34,690	8,550	24.6
TCPU	11,210	3,375	30.1
Wholesale Trade	33,610	9,375	27.9
Retail Trade	64,625	19,875	30.8
FIRE	25,035	6,750	27.0
Services	82,315	22,575	27.4
TOTAL	295,605	79,575	26.9

TCPU = Transportation, Communications, and Public Utilities
FIRE = Finance, Insurance, and Real Estate

EMPLOYMENT AND WAGE MOVEMENTS IN MARICOPA COUNTY

The employment picture of Maricopa County in 1988 was characterized by declines in the in-migration population and overall employment growth, the continued increase of the service industries' employment, and the construction industry's employment doldrums. Heavy and highway building activities are presently holding up a sagging construction industry. The industry is still feeling the impact of overbuilding from 1982 to 1986, caused by that period's relatively low interest rates and anticipated high population growth. For the first time since the early 1980s, two industries--finance, insurance, and real estate and wholesale trade--recorded employment decreases of 2.9 and 0.2 percent, respectively, for the year ending August 1988. The largest rise in private sector employment in Maricopa County for the year occurred again in the service industries, recording a 3.8 percent increase. Two other service-producing industrial sectors showed small employment increases for the year, retail trade, 1.5; and transportation, communications, and public utilities, 0.2 percent. Employment in the government sector rose 6 percent for the period. Employment in finance, insurance, and real estate and retail trade is feeling the results of the slower in-migration population growth, along with lower tourism. These two industries, however, enjoyed large employment gains from 1982 to 1987. Employment in the manufacturing sector of the county rose a sluggish 1 percent--the sixth yearly increase in a row--lagging the national sector's employment growth. Compared with the employment growth of nongoods-producing

sector's of services, retail trade, TCPU, and FIRE over the last five years, the manufacturing industry is playing a less significant role in the county's economy.

As the construction, trade, and FIRE sectors felt the strain of the lower influx of people into the county, and manufacturing remained sluggish, unemployment grew. The number of unemployed and the percent increase for the year ending August 1988, grew from 49,800 to 54,800, rising from 4.9 percent to 5.3 percent.

TABLE 3. AUGUST EMPLOYMENT IN MARICOPA COUNTY (000s)

	1984	1985	1986	1987	1988
Mining	0.8	0.6	0.6	0.6	0.6
Construction	70.5	81.7	79.7	69.5	64.7
Manufacturing	127.4	131.4	133.3	136.8	138.2
TCPU	38.4	41.3	44.2	50.2	50.3
Wholesale Trade	46.3	49.7	50.8	54.1	54.0
Retail Trade	144.4	158.9	166.3	173.8	176.4
FIRE	56.9	64.9	70.9	75.5	73.3
Services	182.9	202.8	215.5	231.0	239.8
Government	90.4	103.3	109.6	108.2	114.7
Civilian Labor Force	879.1	900.2	962.1	985.4	1,014.8
Unemployment	31.3	48.4	55.9	49.8	54.8
Unemployment Rate, Seasonally Adjusted	3.5	5.2	5.6	4.9	5.3

TCPU = Transportation, Communications, and Public Utilities
FIRE = Finance, Insurance, and Real Estate

Retail trade is the second largest industry in Maricopa County with 176,400 employees. These establishments recorded a low 1.5 percentage increase in employment for this period. Over the previous four-yearly periods, this industrial sector had rather dramatic growth in employment, increasing more than 20 percent. During that period, the leading sectors of employment growth in this industry were food stores and eating and drinking places. For the year ending August 1988, the weighted average wage of a typical employee in trade increased 6.4 percent. All of retail trade's occupational groups recorded higher average wage levels. The largest increase occurred in its clerical class of jobs, 12.6 percent. The remaining average wage level increases occurred in the occupational groups of maintenance and production, 7.1 percent; managerial, 5.5 percent; and service, 1.3 percent. A retail trade employee earned an average of $7.79 per hour in August 1988.

Employment in Maricopa County's manufacturing industry increased 1 percent for the year ending August 1988. Manufacturing employment has grown in each of the last three years. Employment rebounded from the recession of 1981-1982, recording nearly a 15 percent rise in that number from 1982 to 1984. Since 1984, most of the employment growth has been in the nondurable sector. The average wage rate increase for the year ending August 1988 for a typical factory worker was 5.2 percent. The managerial classification of occupations led with a higher wage rate increase of 18.3 percent. Other average wage level percentage increases occurred in the occupational groups of technical, 5.5; clerical, 3.3; and professional, 2.2. The only average wage-level drop in this industry's occupational classes, however, took place in its largest employment sector, maintenance and production, down 2.3 percent. Seventeen of this group's occupations recorded a decrease in their average wage rate for the year ending August 1988. A typical worker in this industry earned $10.38 per hour.

During 1988, the construction industry continued an employment decline that began in 1986. From August of 1987 to 1988, this industry's employment decreased 6.9 percent, following a 12.8 percent drop the previous year. For the year ending August 1988, however, the overall average wage of a worker in this industry rose 4.7 percent. The clerical and managerial occupational classifications increased 6.3 and 4.8 percent in their average wage levels. The wage for the industry's maintenance and production group of occupations rose only 1.4 percent, as more than half of its trade occupations dropped in their average wage rates for the year. An employee in the construction industry made an average of $11.82 per hour in August 1988.

Employment in the finance, insurance, and real estate establishments declined 2.9 percent from August 1987 to August 1988. This is the first yearly decrease in employment in more than 20 years. This decrease followed record employment growth from 1982 to 1987 of 56 percent. This decline was caused by topping out in 1987, and the present construction industry's problems in Maricopa County. However, a typical employee in this industry increased 4.2 percent in his average wage earned for the year ending August 1988. This industry's three occupational classifications of professional, clerical, and managerial all recorded larger average wage levels of 9.5, 8.7, and 3.3 percents. A typical employee of this industry earned $10.67 per hour in August 1988.

The largest industry in Maricopa County, services, had only a 3.8 percent growth in employment during the year. This employment sector, however, is continuing its strong growth pattern, begun in 1982. Since that year, employment increased 70 percent through August 1988. This industry's wage levels the past year, however, have not enjoyed large increases. The average wage level increased only 1.9 percent for the year ending August 1988. The average wage rate increases of its technical occupational group was up 16.9 percent, and clerical group, up 5 percent. This industry's principal employment classifications (service, and maintenance and production) recorded 11 and 0.6 percent declines, respectively, in their average wages. A typical employee in this industry made $8.38 per hour in August 1988.

Wholesale trade's employment for the year ending August 1988 dropped 0.2 percent. This decrease occurred after employment growth of nearly 40 percent from 1982 to 1987. An employee in this industry earned 3.1 percent more in August 1988 than the previous year. This industry's wage levels for managerial and clerical occupational classifications were 4.5 and 2.7 percent higher than in August 1987. The maintenance and production group's average wage rate, however, declined 3.5 percent for the year. An average worker in wholesale trade made $9.82 per hour in August 1988.

Employment in the transportation, communications, and public utilities industry grew by only 0.2 percent for the year ending August 1988. This occurred after a 40 percent increase in employment from 1982 to 1987 and a 13.6 percent rise from August 1987 to 1988. This industry was the only one whose weighted average wage level decreased for the year, dropping 2.0 percent. This industry's principal employment segments--maintenance and production, and clerical--recorded changes in their average wage rates of -2 and up -0.9 percent. An average worker in this industry earned $8.60 per hour in August 1988.

WEIGHTED-AVERAGE WAGE RATE CHANGES

The percentage changes in the total weighted-average wage levels reported in Table 4 were calculated for occupations that had an adequate number of respondents in both 1987 and 1988 surveys.

Totals of the same occupations' average wage rates within their classes and industries for the two years are used to determine the occupational groups' wage movements. This aids in minimizing the impact of a single occupation's reported wage change. The occupational or industrial group's weighted-average wage level movement may be used instead of the individual occupation's data.

TABLE 4. TOTAL WEIGHTED-AVERAGE WAGE CHANGES OF OCCUPATIONAL GROUPS AND INDUSTRIES

	1987-88		1987-88
Managerial	8.5%	Construction	4.7%
Professional	9.7	Manufacturing	5.2
Technical	9.7	TCPU	-2.0
Services	0.8	Wholesale Trade	3.1
Maintenance and Production	-0.1	Retail Trade	6.4
Clerical	4.9	FIRE	4.2
All	4.3	Service	1.9

TCPU = Transportation, Communications, and Public Utilities
FIRE = Finance, Insurance, and Real Estate

OCCUPATIONAL WAGE CHANGES IN MARICOPA COUNTY

The weighted-average wage rate reflects the various wage levels and the number of people whose earnings are included. A change in an average wage level may indicate a changing mix or number of employees in an occupation as well as the general health of an industry. A decrease in the average rate may result from significant growth in an industry's or occupation's employment, produced by many new hires at entry or lower wage levels. Early retirement, which causes a decline in the number of higher paid workers within an industry or occupation, will also result in a lower average level. A scarcity of prospective employees, as occurs with a low unemployment rate, contributes to a rise in the average wage level. A large cutback of short-duration employees with lower wage rates will raise the average wage level.

Economic conditions such as interest rates, foreign and local competition, and governmental and union policies affect wage movements. Local and national market conditions, consumer attitudes, and the business outlook also influence wage changes. Lastly, growth or decline in an area's population or changes in its mix, as well as increases and decreases of the labor force and its mix, will also affect wage-level movements.

Competitive wage rate areas with a rapidly growing population, an increasing number of people moving into and out of the labor force, a changing industrial predominance, and changing unemployment pictures will have varying wage levels. Maricopa and Pima counties fit this pattern.

Eighty-six of the occupations reported in 1987 and 1988 showed higher weighted-average wage levels in the latter year. Of the 37 occupations which reported average wage-rate increases of 10 percent or higher in August 1988, one-half were found in the managerial, professional, and technical occupational groups. No pattern emerges from these 19 occupations: auto service manager, branch manager, credit manager, machine shop supervisor, restaurant/ coffee shop manager, sales manager, and wholesaler; architect, buyer, civil engineer, claim examiner, counselor, registered nurse, and tailor; and electronic technician, laboratory tester, medical lab technician/technologist, and physician assistant. Also, reporting average wage-rate increases of 10 percent or higher were 10 of the reported 71 service, and maintenance and production occupations, and eight of the 26 clerical occupations.

Occupational classifications of managerial, professional, and technical normally receive increases in wages. However, 15 of these group's 46 occupations reported lower average wage rates in August 1988. Only four of the 26 clerical occupations dropped in their average wage levels. Among blue collar jobs within the service category, seven of the 14 occupations recorded lower average wage levels in 1988. Among blue-collar jobs in the maintenance and production group, 32 of 57 showed decreased average wage rates. Blue-collar occupations appear to be feeling the downturn in Maricopa County's economy more than the white-collar segment. Three of the five sales occupations dropped in their average wage rates in August 1988--insurance sales agent, parts counter person, and real estate sales agent.

Thirty-two of the 62 occupations that reported lower average wage levels in August 1988 were those in the maintenance and production group. They were: auto body repairer, bagger, bricklayer, building maintenance repairer, bus driver, carpenter, crane operator, custodial worker, diesel mechanic-heavy, electronics assembler, groundskeeper, industrial garage worker, inspector, maintenance mechanic, material handler, packager, painter, photoengraver, pipe fitter (plumber), presser (laundry and drycleaning), printing press operator, product assembler, production assembler, roofer, saw operator, security aide/guard, sheet metal worker, truck driver-heavy, truck driver-light, and warehouse worker. Most of these occupations are found in the construction and manufacturing industries.

Other decreases of 10 percent or more in weighted-average wage rates in August 1988 were: service manager, EDP systems analyst, dental assistant, bartender, housekeeping cleaner, production clerk, and real estate sales agent.

TABLE 5. COMPARATIVE INDUSTRIAL OCCUPATIONAL AVERAGE WAGE LEVELS

	All Industry	Constr.	Manuf.	TCPU
Accountant	$12.44	$12.10	$10.44	$10.87
Bookkeeper	9.06	9.15	9.26	7.59
Branch Manager	21.05	21.31	25.45	
Clerk	6.63	6.74	6.64	6.84
EDP Computer Operator	9.20		7.85	
Custodial Worker	5.45		5.35	
Dispatcher	9.59	9.41		9.97
Forklift Operator	7.90	12.98	6.92	7.91
General Salesperson	9.50	14.19	12.30	11.10
Maintenance Mechanic	9.56	10.46	9.56	7.80
Office Manager	12.17	10.75	12.08	13.21
Painter	8.37	8.76	7.14	
Payroll Clerk	7.96	8.34	7.41	
Personnel Analyst/Officer	14.32		23.23	8.79
Purchasing Officer	12.39	12.38	12.51	
Receptionist	6.07	6.38	6.30	5.55
Sales Manager	17.74	17.57	19.94	
Secretary	7.93	7.95	7.70	7.30
Sheet Metal Worker	8.49	10.17	7.14	
Shipping and Receiving Clerk	7.35		7.40	
EDP Systems Analyst	15.97			
Truck Driver, Light	6.63	9.43	6.15	7.55

	Wholesale Trade	Retail Trade	FIRE	Services
Accountant			$13.73	
Bookkeeper	$ 8.82	$ 9.30	8.87	$ 9.17
Branch Manager	18.78	22.21		
Clerk	6.84	6.70	6.93	6.09
EDP Computer Operator	8.10	7.62	9.31	10.47
Custodial Worker	5.05	4.71	6.77	5.40
Dispatcher	10.22			7.96
Forklift Operator	8.06			
General Salesperson	10.96	7.03		10.02
Maintenance Mechanic				
Office Manager	12.63	10.77	12.96	9.27
Painter				
Payroll Clerk	7.86	7.71		
Personnel Analyst/Officer	14.09	12.72	15.88	10.85
Purchasing Officer				
Receptionist	6.46	5.55	6.73	5.86
Sales Manager		15.48		17.69
Secretary	7.76	7.13	8.07	8.11
Sheet Metal Worker				
Shipping and Receiving Clerk	7.41	6.98		
EDP Systems Analyst	16.53	9.57	18.43	10.89
Truck Driver, Light	5.61	6.81		5.51

TCPU = Transportation, Communications, and Public Utilities
FIRE = Finance, Insurance, and Real Estate

INDUSTRIAL
WAGE
STRUCTURES

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
ALL INDUSTRY

OCCUPATION	WAGES PAID LOW	WAGES PAID WGTD. AVG.	WAGES PAID HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
MANAGERIAL					
Auto Service Manager	$ 5.51	$14.01	$25.14	22	40
Branch Manager	4.03	21.05	73.75	139	193
Construction Superintendent	6.00	16.17	36.06	88	217
Controller	9.50	17.19	36.06	80	86
Credit Manager	8.02	17.89	35.32	10	25
Hotel/Motel Manager	3.78	13.67	28.25	8	14
Machine Shop Supervisor	5.00	16.15	50.00	29	40
Manager Trainee	3.35	6.98	16.34	15	36
Office Manager	3.46	12.17	57.69	224	278
Parts (Department) Manager	5.00	11.77	24.19	43	71
Personnel Analyst/Officer	5.00	14.32	56.25	39	47
Plant (General) Manager	3.81	19.34	52.88	130	146
Production Supervisor	4.63	12.08	26.70	82	134
Restaurant/Coffee Shop Manager	2.57	8.47	38.46	57	132
Retail Store Manager	3.32	9.55	34.62	83	252
Sales Manager	4.63	17.74	67.31	142	204
Service Manager	4.25	11.81	31.99	64	105
Warehouse Supervisor	3.75	10.02	19.23	106	137
Wholesaler (Sales Manager)	8.00	19.16	43.60	25	32
PROFESSIONAL					
Accountant	4.63	12.44	30.00	89	137
Architect	13.00	21.17	40.20	3	13
Buyer	4.62	13.72	68.89	41	59
Civil Engineer	13.13	29.24	40.85	3	3
Claim Adjuster	6.06	11.20	26.48	14	86
Claim Examiner	8.19	12.43	16.06	10	19
Counselor	6.43	10.21	27.00	4	31
EDP Systems Analyst	5.56	15.97	42.62	24	82
Electronic Engineer	8.91	18.76	35.68	15	43
Licensed Practical Nurse	3.87	8.46	11.55	17	47
Loan Officer	5.20	10.84	21.93	17	105
Mechanical Engineer	7.00	16.05	26.75	18	29
Purchasing Officer	4.63	12.39	37.11	88	98
Registered Nurse	7.07	13.61	25.00	15	46
Surveyor-Land	5.50	11.82	40.85	3	21
Tailor	5.00	8.54	16.00	5	35
Training Specialist	5.00	12.01	20.19	13	26

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
ALL INDUSTRY (Continued)

OCCUPATION	WAGES PAID LOW	WAGES PAID WGTD. AVG.	WAGES PAID HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
TECHNICAL					
Administrative Assistant	$7.38	$11.02	$15.25	4	5
Dental Assistant	5.25	7.97	13.00	4	18
Drafter (Draftsman)	4.63	11.05	25.00	48	113
EDP Programmer	6.92	13.06	23.08	22	38
Electronic Technician	4.50	12.14	28.85	21	88
Estimator	3.35	15.30	50.48	98	177
Laboratory Tester	4.16	9.49	24.00	15	51
Librarian	6.50	12.31	15.28	8	18
Mechanical Engineering Technician	6.25	12.34	35.00	12	33
Medical Lab Technician/ Technologist	6.00	9.34	12.98	4	14
Physician Assistant	6.00	15.68	24.70	7	32
Radiology Technologist	8.50	10.90	14.00	6	23
SERVICE					
Bartender	2.01	4.05	9.00	38	142
Chef	5.00	9.16	22.74	34	55
Cook	3.05	5.37	17.10	89	267
Cook Helper	3.35	4.68	9.00	27	66
Cosmetologist	2.90	5.38	10.04	11	181
Counter Attendant	3.35	3.92	11.54	37	576
Dining Room Attendant	2.01	3.51	6.50	39	154
Host/Hostess	3.35	4.45	8.00	31	75
Housekeeping Cleaner	3.35	4.16	6.35	21	129
Kitchen Helper	2.35	3.97	6.00	37	124
Meat Cutter	5.00	8.52	11.00	7	33
Recreation Facility Attendant	3.50	5.19	11.65	7	30
Short Order Cook	3.40	4.54	9.50	13	54
Waiter/Waitress	1.00	2.69	10.00	66	502
MAINTENANCE AND PRODUCTION					
Air Conditioning Mechanic	5.00	11.68	14.00	3	11
Auto Car-Wash Attendant	3.35	4.58	10.00	10	90
Auto Mechanic	3.84	10.47	27.50	37	225
Auto-Body Repairer	4.00	10.93	32.50	10	55
Auto Service Station Attendant	3.00	5.69	12.00	10	54
Bagger	3.35	3.58	4.50	3	25
Bricklayer	7.00	13.65	19.00	10	275
Building Maintenance Repairer	4.00	6.46	17.24	26	63
Bulldozer Operator	10.00	13.86	22.59	9	43

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
ALL INDUSTRY (Continued)

OCCUPATION	WAGES PAID LOW	WGTD. AVG.	HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
MAINTENANCE AND PRODUCTION (Continued)					
Bus Driver	$ 3.28	$ 6.65	$16.88	10	62
Cabinetmaker	4.25	8.93	16.08	6	52
Carpenter	5.00	12.63	21.43	28	344
Cement Mason/Finisher	7.00	12.48	18.73	10	42
Compositor/Typesetter	5.00	9.53	17.50	8	22
Crane Operator	11.00	14.16	20.00	4	11
Custodial Worker	2.88	5.45	15.48	113	349
Day-Care Center Worker	3.35	4.55	10.18	15	148
Diesel Mechanic	6.50	10.90	16.00	9	81
Diesel Mechanic - Heavy	7.00	12.88	18.95	23	42
Drill Press Operator	5.60	10.70	14.15	13	63
Dry Cleaner	4.25	7.16	11.25	5	17
Dry Wall Applicator	5.00	11.35	18.00	13	135
EDP Computer Operator	4.00	9.20	24.00	54	88
Electrician	4.50	10.32	18.75	25	386
Electronics Assembler	3.40	5.78	9.20	13	148
General Laborer	3.50	7.80	16.00	76	822
Groundskeeper	3.00	5.59	12.78	21	135
Industrial Garage Worker	3.00	6.55	10.96	15	59
Industrial Truck (Forklift) Operator	4.00	7.90	21.00	38	151
Inspector	3.55	8.70	19.50	48	141
Lathe Operator	5.50	10.22	17.50	21	143
Laundry Operator	3.50	4.56	6.25	7	31
Machinist	3.35	10.69	16.27	26	235
Maintenance Mechanic	3.60	9.56	21.46	85	148
Material Handler	3.50	6.28	12.00	67	367
Millwright	6.75	11.21	20.60	4	19
Nursing Assistant	3.35	5.21	9.00	9	136
Office Machine Servicer	6.35	8.40	10.10	3	8
Packager	3.35	5.38	13.10	35	152
Painter	4.10	8.37	14.78	31	223
Photoengraver	4.50	8.46	16.00	6	30
Pipe Fitter (Plumber)	5.00	11.51	20.60	13	212
Plasterer	4.50	10.39	17.00	6	99
Presser (Laundry and Drycleaning)	3.45	4.96	11.25	6	49
Printing Press Operator	4.50	8.86	17.80	8	46
Product Assembler	3.35	5.75	12.18	31	387
Production Assembler	3.35	5.74	13.00	41	590
Repairman	4.00	7.72	16.60	14	68
Roofer	6.00	8.85	13.00	3	26
Sales Route Driver (Routeman)	3.13	6.89	17.44	33	121

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
ALL INDUSTRY (Continued)

OCCUPATION	WAGES PAID LOW	WAGES PAID WGTD. AVG.	WAGES PAID HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
MAINTENANCE AND PRODUCTION (Continued)					
Saw Operator	$ 3.60	$ 6.45	$16.00	20	109
Security Aide/Guard	3.00	4.46	14.90	16	165
Sheet Metal Worker	3.75	8.49	20.24	19	244
Swimming Pool Servicer	4.00	5.13	7.19	5	23
Tool and Die Maker	8.00	12.28	25.00	13	31
Truck Driver - Heavy	3.35	9.33	18.00	80	342
Truck Driver - Light	3.35	6.63	18.53	140	374
Warehouse Worker	3.35	5.84	13.30	57	173
Welder	4.30	8.92	19.84	27	164
CLERICAL					
Accounting Clerk	4.00	7.71	15.63	102	158
Bookkeeper	4.00	9.06	23.93	406	536
Cashier	3.35	4.85	10.50	63	301
Clerk	2.88	6.63	16.92	217	459
Collector-Bill/Account	4.00	7.07	12.82	32	152
Dispatcher	4.00	9.59	17.89	39	73
EDP Keypunch Operator	3.60	6.90	12.21	37	128
Executive Secretary	7.00	10.49	18.26	66	91
File Clerk	4.00	6.30	22.45	27	35
Hotel/Motel Desk Clerk	3.50	4.93	7.00	11	53
Legal Secretary	6.25	11.01	15.84	17	127
Medical Secretary	5.00	9.35	12.44	10	23
Order Clerk	3.60	7.31	17.15	71	147
Order Filler	4.00	7.20	13.75	14	41
Payroll Clerk	5.00	7.96	14.42	47	48
Personnel Aide	3.50	7.62	11.78	21	27
Production Clerk	4.00	7.12	14.05	17	24
Receptionist	3.00	6.07	11.84	276	401
Secretary	3.38	7.93	17.22	251	436
Shipping and Receiving Clerk	3.75	7.35	17.33	101	217
Stenographer	6.35	8.30	14.62	6	13
Stock Clerk, Self-Service Store	3.35	6.02	10.60	7	41
Stock/Inventory Clerk	3.75	6.77	10.65	11	13
Switchboard Operator	3.65	6.64	12.31	58	79
Teller	4.00	7.05	12.60	10	106
Word Processing Machine Operator	3.35	8.29	15.00	56	93

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
ALL INDUSTRY (Continued)

OCCUPATION	WAGES PAID LOW	WAGES PAID WGTD. AVG.	WAGES PAID HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
SALES					
General Salesperson	$ 2.77	$ 9.50	$45.67	185	864
Insurance Sales Agent	3.01	15.08	73.85	9	103
Parts Counter Person	3.06	7.58	15.70	52	177
Real Estate Sales Agent	3.35	10.39	48.08	6	25
Sales Clerk	3.35	5.21	14.43	34	376

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
CONSTRUCTION INDUSTRY

OCCUPATION	WAGES PAID LOW	WAGES PAID WGTD. AVG.	WAGES PAID HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
MANAGERIAL					
Branch Manager	$ 4.03	$21.31	$46.51	27	31
Construction Superintendant	6.00	16.17	36.06	88	217
Controller	9.50	18.07	36.06	24	29
Office Manager	5.83	10.75	22.00	41	45
Plant (General) Manager	4.25	21.35	52.88	16	22
Sales Manager	8.75	17.57	22.50	13	16
PROFESSIONAL					
Accountant	6.92	12.10	30.00	15	20
Purchasing Officer	6.00	12.38	29.05	28	31
TECHNICAL					
Drafter (Draftsman)	10.00	13.79	25.00	4	6
Estimator	3.35	15.44	34.88	70	127
MAINTENANCE AND PRODUCTION					
Bricklayer	7.00	13.65	19.00	10	275
Bulldozer Operator	10.00	13.86	22.59	9	43
Carpenter	5.00	12.63	21.43	28	344
Cement Mason/Finisher	7.00	12.48	18.73	10	42
Crane Operator	11.00	14.60	20.00	3	8
Diesel Mechanic - Heavy	9.00	14.05	18.95	12	23
Dry Wall Applicator	5.00	11.35	18.00	13	135
Electrician	4.50	10.32	18.75	23	378
General Laborer	3.50	8.04	12.00	72	750
Industrial Truck (Forklift) Operator	7.00	12.98	21.00	4	9
Maintenance Mechanic	5.50	10.46	21.46	27	39
Painter	4.50	8.76	14.50	12	169
Pipe Fitter (Plumber)	5.00	11.51	20.60	13	212
Plasterer	4.50	10.39	17.00	6	99
Roofer	6.00	8.85	13.00	3	26
Sheet Metal Worker	4.00	10.17	20.24	9	103
Truck Driver - Heavy	7.00	12.15	18.00	15	28
Truck Driver - Light	4.00	9.43	18.53	22	37
Warehouse Worker	3.40	6.70	13.00	17	32
Welder	8.50	11.25	19.84	5	43

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
CONSTRUCTION INDUSTRY (Continued)

OCCUPATION	WAGES PAID LOW	WAGES PAID WGTD. AVG.	WAGES PAID HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
CLERICAL					
Bookkeeper	$ 6.00	$ 9.15	$22.50	48	60
Clerk	2.88	6.74	14.75	29	34
Dispatcher	6.95	9.41	13.15	6	9
Executive Secretary	7.00	9.66	12.50	16	17
Payroll Clerk	5.00	8.34	14.42	19	20
Receptionist	4.00	6.38	9.50	26	28
Secretary	6.00	7.95	12.50	26	34
Switchboard Operator	5.00	6.54	7.50	3	3
SALES					
General Salesperson	10.00	14.19	18.75	5	11

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
MANUFACTURING INDUSTRY

OCCUPATION	WAGES PAID LOW	WAGES PAID WGTD. AVG.	WAGES PAID HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
MANAGERIAL					
Branch Manager	$ 6.92	$25.45	$73.75	34	39
Controller	9.62	17.15	33.85	47	48
Machine Shop Supervisor	5.00	16.37	50.00	28	39
Office Manager	6.07	12.08	28.25	43	44
Personnel Analyst/Officer	6.98	23.23	56.25	8	9
Plant (General) Manager	5.00	19.12	43.27	73	79
Production Supervisor	4.63	12.31	26.70	80	127
Sales Manager	4.63	19.94	67.31	49	63
Warehouse Supervisor	5.00	10.36	16.30	38	44
PROFESSIONAL					
Accountant	4.63	10.44	18.23	26	30
EDP Systems Analyst	8.00	20.62	42.62	7	12
Electronic Engineer	8.91	18.76	35.68	15	43
Mechanical Engineer	7.00	16.05	26.75	18	29
Purchasing Officer	4.63	12.51	37.11	55	61
TECHNICAL					
Drafter (Draftsman)	4.63	10.88	22.50	37	76
EDP Programmer	10.00	13.85	16.24	6	9
Electronic Technician	4.50	9.26	26.57	19	61
Estimator	9.00	14.90	50.48	27	49
Laboratory Tester	4.75	8.65	14.42	9	11
Mechanical Engineering Technician	9.60	12.76	18.46	7	11
MAINTENANCE AND PRODUCTION					
Cabinetmaker	4.25	8.90	16.08	4	38
Compositor/Typesetter	5.00	9.34	13.55	7	14
Custodial Worker	3.35	5.35	9.00	36	56
Drill Press Operator	5.60	10.70	14.15	13	63
EDP Computer Operator	4.75	7.85	12.02	6	6
Electronics Assembler	3.40	5.78	9.20	13	148
Industrial Truck (Forklift) Operator	4.50	6.92	12.00	19	56
Inspector	3.55	8.70	19.50	48	141
Lathe Operator	5.50	10.22	17.50	21	143
Machinist	3.35	10.87	16.27	24	226
Maintenance Mechanic	3.60	9.56	17.50	45	83
Material Handler	3.50	6.42	10.50	30	96

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
MANUFACTURING INDUSTRY (Continued)

OCCUPATION	WAGES PAID LOW	WAGES PAID WGTD. AVG.	WAGES PAID HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
MAINTENANCE AND PRODUCTION (Continued)					
Millwright	$ 6.75	$10.57	$20.60	3	13
Packager	3.35	5.38	13.10	34	141
Painter	4.10	7.14	14.78	19	54
Photoengraver	4.50	8.46	16.00	6	30
Printing Press Operator	4.50	8.86	17.80	8	46
Product Assembler	3.35	5.75	12.18	31	387
Production Assembler	3.35	5.74	13.00	41	590
Saw Operator	3.60	5.77	12.50	17	88
Sheet Metal Worker	3.75	7.14	14.78	9	136
Tool and Die Worker	8.00	12.28	25.00	13	31
Truck Driver - Heavy	5.00	8.83	14.58	20	57
Truck Driver - Light	4.15	6.15	10.20	37	55
Welder	4.30	8.09	14.65	22	121
CLERICAL					
Accounting Clerk	4.96	7.87	15.38	56	91
Bookkeeper	5.85	9.26	16.70	27	29
Clerk	3.45	6.64	10.50	23	29
EDP Keypunch Operator	4.00	6.35	7.75	3	4
Executive Secretary	7.00	9.71	15.38	17	18
File Clerk	4.00	5.47	7.50	6	8
Order Clerk	3.60	7.67	17.15	24	50
Payroll Clerk	5.75	7.41	10.00	12	12
Production Clerk	4.00	7.12	14.05	17	24
Receptionist	3.85	6.30	10.62	38	39
Secretary	4.50	7.70	13.30	28	35
Shipping and Receiving Clerk	4.00	7.40	17.33	52	76
Switchboard Operator	5.00	8.12	12.31	5	5
Word Processing Machine Operator	5.00	7.87	15.00	4	14
SALES					
General Salesperson	4.50	12.30	37.50	37	123

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
TRANSPORTATION, COMMUNICATIONS, AND PUBLIC UTILITIES

OCCUPATION	WAGES PAID LOW	WAGES PAID WGTD. AVG.	WAGES PAID HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
MANAGERIAL					
Office Manager	$ 4.75	$13.21	$28.85	23	28
Personnel Analyst/Officer	5.00	8.79	14.77	4	6
Warehouse Supervisor	5.75	8.32	12.64	10	18
PROFESSIONAL					
Accountant	5.66	10.87	18.60	8	9
MAINTENANCE AND PRODUCTION					
Bus Driver	3.28	6.80	16.88	4	45
Diesel Mechanic - Heavy	7.00	11.45	17.37	11	19
Industrial Truck (Forklift) Operator	4.00	7.91	9.54	5	33
Maintenance Mechanic	3.85	7.80	12.00	11	17
Material Handler	3.50	6.59	10.50	6	57
Truck Driver - Heavy	3.35	8.90	12.65	14	141
Truck Driver - Light	6.00	7.55	11.50	7	51
CLERICAL					
Bookkeeper	5.19	7.59	10.50	11	16
Clerk	4.00	6.84	9.43	14	33
Dispatcher	4.00	9.97	15.88	20	37
EDP Keypunch Operator	6.50	7.88	10.00	3	12
Executive Secretary	7.25	9.04	11.54	4	5
Receptionist	3.00	5.55	8.08	10	13
Secretary	3.38	7.30	10.80	9	21
SALES					
General Salesperson	6.00	11.10	25.43	11	45

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
WHOLESALE TRADE INDUSTRY

OCCUPATION	WAGES PAID LOW	WAGES PAID WGTD. AVG.	WAGES PAID HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
MANAGERIAL					
Branch Manager	$ 7.21	$18.78	$46.30	57	95
Office Manager	5.00	12.63	33.33	62	67
Parts (Department) Manager	5.00	11.95	22.50	18	35
Personnel Analyst/Officer	10.47	14.09	19.04	5	5
Plant (General) Manager	3.81	18.73	49.04	38	42
Service Manager	5.77	13.40	31.99	26	30
Warehouse Supervisor	3.75	10.01	19.23	54	69
Wholesaler (Sales Manager)	8.00	19.16	43.60	25	32
PROFESSIONAL					
Buyer	4.62	14.30	68.89	24	32
EDP Systems Analyst	5.56	16.53	19.23	7	49
MAINTENANCE AND PRODUCTION					
Custodial Worker	2.88	5.05	11.70	14	51
Diesel Mechanic	7.50	11.52	16.00	3	12
EDP Computer Operator	4.62	8.10	15.79	12	14
Industrial Garage Worker	4.00	6.51	10.96	5	23
Industrial Truck (Forklift) Operator	5.00	8.06	9.38	10	53
Material Handler	3.50	6.13	12.00	31	214
Sales Route Driver (Routeman)	4.00	8.12	17.44	17	57
Truck Driver - Heavy	5.00	9.75	14.42	23	80
Truck Driver - Light	3.35	5.61	10.31	35	99
CLERICAL					
Bookkeeper	4.38	8.82	14.38	51	68
Cashier	4.04	5.72	7.75	7	8
Clerk	3.17	6.84	14.41	36	59
Dispatcher	5.00	10.22	14.13	6	10
EDP Keypunch Operator	5.60	7.16	10.50	10	17
File Clerk	5.00	7.10	22.45	14	18
Order Clerk	4.30	7.18	13.13	36	71
Order Filler	4.00	7.05	13.75	11	31
Payroll Clerk	5.77	7.86	8.75	6	6
Receptionist	4.81	6.46	9.63	15	16
Secretary	4.97	7.76	17.22	24	35
Shipping and Receiving Clerk	3.75	7.41	11.54	32	116
Switchboard Operator	5.00	6.77	8.00	8	9

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
WHOLESALE TRADE INDUSTRY (Continued)

OCCUPATION	WAGES PAID LOW	WAGES PAID WGTD. AVG.	WAGES PAID HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
SALES					
General Salesperson	$ 2.77	$10.96	$45.67	72	287
Parts Counter Person	4.00	8.07	15.13	27	117

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
RETAIL TRADE INDUSTRY

OCCUPATION	WAGES PAID LOW	WAGES PAID WGTD. AVG.	WAGES PAID HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
MANAGERIAL					
Auto Service Manager	$ 5.51	$14.01	$25.14	22	40
Branch Manager	6.25	22.21	40.87	19	26
Controller	11.50	12.39	14.00	4	4
Office Manager	5.80	10.77	23.19	5	10
Parts (Department) Manager	5.25	11.76	24.19	18	26
Personnel Analyst/Officer	9.30	12.72	15.96	4	4
Restaurant/Coffee Shop Manager	2.57	8.47	38.46	57	132
Retail Store Manager	3.32	9.55	34.62	79	230
Sales Manager	5.77	15.48	34.62	40	60
Service Manager	5.00	9.23	18.13	16	28
Warehouse Supervisor	10.00	12.54	17.30	3	4
PROFESSIONAL					
Buyer	6.00	13.03	43.27	17	27
EDP Systems Analyst	8.08	9.57	12.50	3	5
Tailor	5.00	8.54	16.00	5	35
Training Specialist	5.00	8.73	11.54	3	7
SERVICE					
Bartender	2.01	3.79	7.50	29	122
Chef	5.00	8.84	17.31	20	26
Cook	3.35	5.29	8.75	56	180
Cook Helper	3.35	4.68	9.00	27	66
Counter Attendant	3.35	3.95	11.54	32	519
Dining Room Attendant	2.01	3.40	6.50	32	120
Host/Hostess	3.35	4.40	8.00	27	67
Kitchen Helper	2.35	3.95	6.00	29	102
Meat Cutter	5.00	7.98	11.00	6	23
Short-Order Cook	3.40	4.54	9.50	13	54
Waiter/Waitress	1.81	2.50	10.00	56	417
MAINTENANCE AND PRODUCTION					
Auto-Body Repairer	3.84	10.55	27.50	27	172
Auto Mechanic	8.75	12.47	16.00	3	8
Auto Service Station Attendant	3.00	5.14	12.00	8	41
Bagger	3.35	3.58	4.50	3	25
Custodial Worker	3.35	4.71	7.00	19	47
EDP Computer Operator	4.00	7.62	10.00	8	10
Industrial Garage Worker	4.00	5.14	7.00	4	7
Repairman	4.00	8.07	16.60	8	30
Sales Route Driver (Routeman)	3.35	6.62	9.45	8	22

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
RETAIL TRADE INDUSTRY (Continued)

OCCUPATION	WAGES PAID LOW	WAGES PAID WGTD. AVG.	WAGES PAID HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
MAINTENANCE AND PRODUCTION (Continued)					
Truck Driver - Heavy	$ 4.90	$ 8.07	$12.00	4	16
Truck Driver - Light	3.75	6.81	12.50	26	95
Warehouse Worker	3.35	5.74	13.30	38	125
CLERICAL					
Accounting Clerk	4.00	7.49	15.63	46	67
Bookkeeper	4.00	9.30	23.93	75	90
Cashier	3.35	4.83	10.50	53	270
Clerk	3.35	6.70	9.94	19	44
Collector-Bill/Account	4.00	7.09	12.50	3	68
File Clerk	4.00	5.44	7.50	7	9
Order Clerk	5.00	7.00	13.26	11	26
Order Filler	5.50	7.66	10.50	3	10
Payroll Clerk	5.00	7.71	9.38	8	8
Receptionist	4.50	5.55	7.50	19	22
Secretary	4.25	7.13	13.85	18	28
Shipping and Receiving Clerk	5.15	6.98	10.50	15	20
Stock Clerk, Self-Service Store	3.35	6.02	10.60	7	41
Stock/Inventory Clerk	3.75	6.77	10.65	11	13
Switchboard Operator	3.65	5.36	7.00	10	13
SALES					
General Salesperson	3.35	7.03	32.00	49	365
Parts Counter Person	3.50	6.35	15.70	19	50
Sales Clerk	3.35	5.22	14.43	33	374

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
FINANCE, INSURANCE, AND REAL ESTATE INDUSTRY

OCCUPATION	WAGES PAID LOW	WAGES PAID WGTD. AVG.	WAGES PAID HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
MANAGERIAL					
Credit Manager	$ 8.02	$18.03	$35.32	9	24
Office Manager	3.46	12.96	57.69	44	72
Personnel Analyst/Officer	9.62	15.88	27.26	7	8
PROFESSIONAL					
Accountant	6.77	13.73	25.48	39	64
Claim Adjuster	6.06	11.20	26.48	14	86
Claim Examiner	8.19	12.43	16.06	10	19
EDP Systems Analyst	13.64	18.43	20.19	3	4
Loan Officer	5.20	10.84	21.93	17	105
Training Specialist	8.16	15.05	20.19	4	6
TECHNICAL					
EDP Programmer	8.25	11.31	16.41	9	17
MAINTENANCE AND PRODUCTION					
Custodial Worker	3.69	6.77	15.00	12	52
EDP Computer Operator	5.61	9.31	14.44	12	24
CLERICAL					
Bookkeeper	5.31	8.87	15.57	40	71
Clerk	3.50	6.93	16.92	36	135
Collector-Bill/Account	5.77	8.33	12.82	10	21
EDP Keypunch Operator	5.19	7.86	12.21	6	14
Executive Secretary	7.43	11.12	18.26	28	50
Personnel Aide	5.77	8.08	9.75	4	4
Receptionist	4.50	6.73	11.84	50	64
Secretary	4.50	8.07	13.25	44	91
Stenographer	6.35	7.77	9.23	5	12
Switchboard Operator	5.00	6.80	8.90	16	32
Teller	4.00	7.05	12.60	10	106
Word Processing Machine Operator	5.54	8.29	11.41	11	20
SALES					
Insurance Sales Agent	3.01	15.17	73.85	8	102
Real Estate Sales Agent	3.35	10.39	48.08	6	25

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
SERVICES INDUSTRY

OCCUPATION	WAGES PAID LOW	WGTD. AVG.	HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
MANAGERIAL					
Controller	$12.63	$15.52	$19.40	3	3
Hotel/Motel Manager	3.78	13.67	28.25	8	14
Manager Trainee	3.35	6.98	16.34	15	36
Office Manager	6.88	9.27	13.94	6	12
Parts (Department) Manager	5.00	11.16	18.00	7	10
Personnel Analyst/Officer	5.00	10.85	19.75	11	15
Sales Manager	6.35	17.69	50.00	39	64
Service Manager	4.25	12.32	28.85	22	47
PROFESSIONAL					
Counselor	6.43	10.21	27.00	4	31
EDP Systems Analyst	6.25	10.89	15.07	4	12
Licensed Practical Nurse	3.87	8.46	11.55	17	47
Registered Nurse	7.07	13.61	25.00	15	46
Surveyor-Land	5.50	11.82	40.85	3	21
Training Specialist	5.25	11.58	20.00	3	8
TECHNICAL					
Administrative Assistant	7.38	11.62	15.25	3	4
Dental Assistant	5.25	7.97	13.00	4	18
Drafter (Draftsman)	4.73	10.86	16.00	6	29
EDP Programmer	8.00	16.63	23.08	5	9
Laboratory Tester	4.16	9.73	24.00	6	40
Librarian	6.50	12.31	15.28	8	18
Mechanical Engineering Technician	6.25	12.14	35.00	5	22
Medical Lab Technician/ Technologist	6.00	9.34	12.98	4	14
Physician Assistant	6.00	15.68	24.70	7	32
Radiology Technologist	8.50	10.90	14.00	6	23
SERVICE					
Bartender	3.50	5.63	9.00	9	20
Chef	5.00	9.45	22.74	14	29
Cook	3.05	5.54	17.10	33	87
Cosmetologist	2.90	5.36	10.04	10	180
Counter Attendant	3.35	3.68	7.78	5	57
Dining Room Attendant	2.25	3.89	6.00	7	34
Host/Hostess	4.00	4.83	6.00	4	8
Housekeeping Cleaner	3.35	4.16	6.35	21	129
Kitchen Helper	3.00	4.08	5.35	8	22
Recreation Facility Attendant	3.50	5.07	11.65	6	22
Waiter/Waitress	1.00	3.65	7.50	10	85

SMALL EMPLOYER WAGE SURVEY
MARICOPA COUNTY - AUGUST 1988
SERVICES INDUSTRY (Continued)

OCCUPATION	WAGES PAID LOW	WAGES PAID WGTD. AVG.	WAGES PAID HIGH	FIRMS RESPONDING	EMPLOYEES IN OCCUPATION
MAINTENANCE AND PRODUCTION					
Auto Car-Wash Attendant	$ 3.35	$ 4.58	$10.00	10	90
Auto Mechanic	6.00	10.21	14.15	10	53
Auto-Body Repairer	4.00	10.67	32.50	7	47
Building Maintenance Repairer	4.00	6.46	17.24	26	63
Bus Driver	4.00	6.25	15.48	6	17
Custodial Worker	3.20	5.40	15.48	30	140
Day-Care Center Worker	3.35	4.55	10.18	15	148
Diesel Mechanic	6.50	10.55	14.72	5	61
Dry Cleaner	4.25	7.16	11.25	5	17
EDP Computer Operator	6.00	10.47	24.00	15	32
Groundskeeper	3.00	5.59	12.78	21	135
Industrial Garage Worker	4.40	6.93	9.07	6	29
Laundry Operator	3.50	4.56	6.25	7	31
Nursing Assistant	3.35	5.21	9.00	9	136
Presser (Laundry and Drycleaning)	3.45	4.96	11.25	6	49
Repairman	5.00	7.45	11.50	6	38
Sales Route Driver (Routeman)	3.13	5.36	9.40	8	42
Security Aide/Guard	3.35	4.15	7.70	12	153
Swimming Pool Servicer	4.00	5.13	7.19	5	23
Truck Driver, Heavy	6.00	9.19	11.00	4	20
Truck Driver, Light	4.00	5.51	8.00	13	37
CLERICAL					
Bookkeeper	4.50	9.17	19.33	154	202
Clerk	3.33	6.09	10.00	60	125
Collector-Bill/Account	5.00	6.67	12.50	18	60
Dispatcher	5.25	7.96	17.89	6	16
EDP Keypunch Operator	4.00	7.17	10.50	13	38
Hotel/Motel Desk Clerk	3.50	4.93	7.00	11	53
Legal Secretary	6.25	11.01	15.84	17	127
Medical Secretary	5.00	9.35	12.44	10	23
Personnel Aide	4.30	8.18	11.78	12	15
Receptionist	3.35	5.86	10.83	118	219
Secretary	4.29	8.11	14.38	102	192
Switchboard Operator	5.00	6.86	9.95	15	16
Word Processing Machine Operator	3.35	8.38	12.62	40	58
SALES					
General Salesperson	4.09	10.02	20.00	11	33
Parts Counter Person	3.06	8.01	14.00	6	10

GLOSSARY
OF
OCCUPATIONS
DEFINITIONS

GLOSSARY OF OCCUPATIONS--DEFINITIONS

MANAGERIAL

Automotive Service Manager (620.261-018)
Inspects and tests automobiles and trucks to determine need for and cost of repairs. May make minor adjustments or repairs.

Branch Manager (183.117-010)
Coordinates and directs production, distribution, and marketing operations for branch plant or an assigned territory of industrial organization. Coordinates warehousing and selling activities in accordance with company policy.

Construction Superintendent (182.167-026)
Directs activities of workers concerned with construction of buildings, dams, highways, pipelines, or other construction projects. Studies specifications, orders tools and materials at specified times, inspects and directs progress of workers on site.

Controller (186.117-014)
Directs financial affairs of an organization. Prepares financial analyses for establishing major economic objectives and policies for company.

Credit Manager (186.167-022)
Manages credit and collection functions of an organization. Investigates financial standing or prospective customers, reviews credit limitations, and supervises collection of bad accounts.

Hotel/Motel Manager (320.137-014)
Manages and maintains lodging facilities. Does not include apartments and boarding homes.

Machine Shop Supervisor (609.130-010)
Supervises and coordinates activities of workers engaged in production machining of metal workpieces.

Manager Trainee (189.167-018)
Performs assigned duties, depending on nature of organization, to gain knowledge and experience for promotion to management position. In absence of manager, may assume supervisory position.

Office Manager (169.167-034)
Coordinates, analyzes, evaluates, and establishes activities of clerical personnel in office operations and procedures in an establishment or organization.

Parts (Department) Manager (185.167-038)
Manages retail or wholesale automotive parts establishment or department of a repair shop or service station.

Personnel Analyst/Officer (166.267-018)
Collects, analyzes, and prepares occupational information to facilitate personnel administration. Observes and/or interviews workers, and evaluates work force for maintenance of personnel policy and classification criteria.

Plant (General) Manager (183.117-014)
Directs and coordinates, through subordinate supervisory personnel and conferences with management personnel, activities concerned with production of company products, utilizing knowledge of product technology, production methods and procedures, and capabilities of machine and equipment.

Production Supervisor (183.167-018)
Directs and coordinates, through subordinate supervisory personnel, activities of production department(s) in processing materials or manufacturing products.

Restaurant and Coffee Shop Manager (187.167-106)
Coordinates food service activities in hotel, restaurant, coffee shop, or other similar establishment. Estimates costs, confers on menu preparation, and directs hiring and assignment of personnel.

Retail Store Manager (185.167-046)
Manages retail store. Plans and prepares work schedules, formulates pricing policies, coordinates sales promotions, and supervises employees.

Sales Manager (163.167-018)
Directs planning and operations of sales division of an organization.

Service Manager (187.167-142)
Manages machinery, service department, and warehouse. Directs workers, analyzes requests for service, and records repairs.

Warehouse Supervisor (929.137-022)
Supervises and coordinates activities of workers engaged in receiving, transporting, stacking, order filling, shipping, and maintaining stock records in warehouse.

Wholesaler (185.167-070)
Manages wholesale trade enterprise engaged in buying merchandise and selling it to retailers or to industrial or commercial consumers. Estimates needs for firm and purchases or authorizes purchase of stock.

PROFESSIONAL

Accountant (160.167-010)
Directs and coordinates activities of workers engaged in general accounting, and/or applies principles of accounting. Prepares and audits the various accounting reports necessary for operation of the organization.

Architect (001.061-010)
Plans and designs structures and organizes services necessary for construction.

Buyer (162.157-018)
Purchases materials and supplies for operational or manufacturing purposes.

Civil Engineer (005.061-014)
Performs a variety of engineering work in planning, designing, and overseeing construction and maintenance of structures and facilities.

Claim Adjuster (241.217-010)
Investigates claims for loss or damages filed in conjunction with insurance policies and tries to effect settlements out of court.

Claim Examiner (168.267-014)
Review settled insurance claims to determine that payments and settlements have been made in accordance with company practices and procedures.

Counselor (045.107-010)
Counsels individuals and provides group educational and vocational guidance services through collection, organization, analyses, and appraisals of information obtained through records, tests, interviews, and professional services.

EDP Systems Analyst (012.167-066)
Studies and analyzes business procedures, systems, and problems in order to define and refine data and convert it to programmable form for electronic data processing.

Electronic Engineer (003.061-030)
Conducts research and development concerned with design and manufacturing of electronics circuits and equipment.

Licensed Practical Nurse (079.374-014)
Cares for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions. Keeps records and treats, observes, and administers the patient.

Loan Officer (186.267-018)
Evaluates applications for loans and lines of credit and either recommends or denies their approval.

Mechanical Engineer (007.061-014)
Performs a variety of engineering work in planning and design of tools, engines, machines, and other mechanically functioning equipment and oversees operation, maintenance, and repair of such equipment.

Purchasing Officer (162.157-038)
Purchases raw materials or other processed goods for processing or machining. Reviews, interviews, and selects vendors in order to keep contracts and/or product-line costs within budgetary limitations.

Registered Nurse (075.374-018)
Contract to render nursing care in hospital or private home. Administers medications, treatments, dressings, and other nursing services, according to instructions of physicians and condition of patient.

Surveyor-Land (018.167-018)
Plans, organizes, and directs work of one or more survey parties to determine precise location and measurements of points, elevations, lines, areas, and contours of the Earth's surface.

Tailor (785.261-010)
Alters, develops, designs, and makes garments and clothing, using necessary tools and equipment.

Training Specialist (166.227-010)
Prepares and conducts training programs for employees of industrial, commercial, service, or governmental establishment. Confers with management and formulates teaching outlines.

TECHNICAL

Administrative Assistant (169.167-010)
Studies and analyzes management methods to aid executives in staff capacity in order to improve coordination and work flow, simplify reporting procedures, or implement cost reductions in such areas as office services, personnel, budget preparation and control, housekeeping, records control, and special management studies.

Dental Assistant (079.371-010)
Assists dentist at chair. Sets up patient and equipment, keeps records, and performs related duties.

Drafter (Draftsman) (007.281-010)
Prepares clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes.

EDP Computer Operator (213.362-010)
Monitors and controls electronic computer and peripheral equipment to process business, scientific, engineering, or other data, according to operating instructions. Wires control panel of peripheral equipment.

EDP Programmer (020.162-014)
Converts administrative data and/or business problems into a detailed logical flow to represent work order of data to be processed by the computer systems.

Electronic Technician (003.161-010)
Builds, tests, repairs, and modifies developmental and production electronic equipment.

Estimator (160.267-018)
Prepares cost estimates for manufacturing of products, construction projects, or services requested, to aid management in bidding on or determining price of product or service.

Laboratory Tester (029.261-010)
Performs lab tests and prepares results thereof, according to prescribed standards, to determine chemical and physical characteristics for purposes such as quality control, process control, product development, or determining conformity to specifications.

Librarian (100.127-014)
Maintains library collection of books, serial publications, documents, audiovisual, and other materials. Assists groups and individuals in locating and obtaining materials. Furnishes, explains, describes, and searches catalog files and shelves in order to find books and reference material.

Mechanical Engineering Technician (007.161-026)
Develops and tests machinery and equipment, applying knowledge of mechanical engineering technology, through review of project instructions and blueprints. May draft detail drawings, devise, fabricate, and assemble new or modified mechanical assemblies, and set up and conduct tests and analyze results.

Medical Laboratory Technician/Technologist (078.381-014)
Performs chemical, microscopic, and bacteriological tests to provide data for use in treatment and diagnosis of disease.

Physician Assistant (079.364-018)
Provides patient services under direct supervision and responsibility of Doctor of Medicine or Osteopathy. Elicits detailed patient history, with complete physical examination. Diagnoses, treats and administers to the patient, and assists in surgery under supervision of Doctor of Medicine or Osteopathy.

Radiologic Technologist (078.362-026)
Applies roentgen rays and radioactive substances to patients for diagnostic and therapeutic purposes. Administers drugs or chemical mixtures orally or as enemas to render organs opaque, and exposes to X-ray machine diseased or affected areas of patient's body for prescribed periods of time. Prepares reports and maintains records of service rendered.

SERVICE

Bartender (312.474-010)
Mixes and serves alcoholic and nonalcoholic drinks to patrons of bar, following standard recipes.

Chef (313.131-014)
Supervises, coordinates, and participates in activities of cooks and other kitchen personnel engaged in preparing and cooking foods in hotel, restaurant, cafeteria, or other establishments.

Cook (313.361-014)
Prepares and cooks soups, meats, vegetables, desserts, and other foodstuffs in restaurants.

Cook Helper (317.687.-010)
Assists cooks engaged in preparing foods in hotels, restaurants, or ready-to-serve packages.

Cosmetologist (332.271-010)
Provides beauty services for customers, such as styling hair, applying lotions and creams to customer's face, and giving manicures.

Counter Attendant (311.477-014)
Serves food to diners seated at counter. May perform other duties such as cleaning counters, washing dishes, and selling cigars and cigarettes.

Dining Room Attendant (311.677-018)
Performs duties to facilitate food service, such as removing dirty dishes from table and replacing soiled table linen.

Host/Hostess (310.137-010)
Welcomes patrons, seats them at tables or in lounge, and insures quality of facilities and services.

Housekeeping Cleaner (323.687-014)
Cleans rooms and halls in such establishments as hotels, restaurants, and beauty parlors.

Kitchen Helper (318.687-010)
Performs tasks to maintain kitchen work areas and restaurant equipment and utensils in clean and orderly condition.

Meat Cutter (316.684-018)
Cuts and trims meat to size for display or as ordered by customer, using hand tools and power equipment, such as grinder, cubing machine, and powersaw. Cleans and cuts fish and poultry. May shape, lace, tie, wrap, display, weigh, and sell meat.

Recreation Facility Attendant (341.367-010)
Schedules use of recreation facilities. Takes reservations and coordinates activities. May collect fees. May enforce rules of proper conduct on the facility and sell or rent equipment for use on facility.

Short-Order Cook (313.671-010)
Prepares and cooks to order all kinds of foods which require only a short time to prepare.

Waiter/Waitress (311.477-018)
Serves food and/or beverages to patrons at tables and/or counters.

MAINTENANCE AND PRODUCTION

Air Conditioning Mechanic (637.261-014)
Installs, services, and repairs air conditioning units, utilizing knowledge of refrigeration theory, pipefitting, and structural layout.

Auto-Body Repairer (807.381-010)
Repairs damaged bodies and body parts of automotive vehicles.

Auto Car-Wash Attendant (915.667-010)
Performs any combination of the following duties in an automatic car wash: vacuuming interior of auto, driving auto onto or off line, window and interior cleaning of auto, and clean-up driving of auto.

Auto Mechanic (620.261-010)
Repairs and overhauls automobiles, buses, trucks, and other gasoline-powered automotive vehicles.

Automobile Service Station Attendant (915.467-010)
Services automobiles, buses, trucks, and other automotive vehicles with fuel, lubricants, and accessories.

Bagger (920.687-014)
Bags groceries in sack or carton. May carry or push groceries in cart. Keeps shopping carts in order. May clean work area. May price and stock food articles on shelves.

Bricklayer (861.381-018)
Lays building materials to construct or repair structures.

Building-Maintenance Repairer (899.381-010)
Repairs and maintains physical structure of commercial and industrial establishments using hand and power tools.

Bulldozer Operator (850.683-010)
Operates bulldozer to gouge out, level, and distribute earth and to push trees and rocks from land for constructing roads and buildings or planting crops.

Bus Driver (913.463-010)
Drives bus to transport passengers over specified routes to local or distant points according to time schedule.

Cabinetmaker (660.280-010)
Constructs and repairs wooden articles, such as store fixtures, office equipment, cabinets, and high-grade furniture.

Carpenter (860.381-022)
Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wall, using hand and power tools.

Cement Mason/Concrete Finisher (844.364-010)
Smooths and finishes surfaces of concrete floors, walls, sidewalks, or curbs to specified textures, using hand tools.

Compositor/Typesetter (973.381-010)
Sets type by hand and machine. Assembles type and cuts in galley for printing articles, headings, and other printed matter, determining type size, style, and compositional pattern from work order.

Crane Operator (921.663-022)
Operates electric-, diesel-, gasoline-, or steam-powered guy-derrick or stiff-leg derrick to move products, equipment, or materials.

Custodial Worker (381.687-014)
Keeps premises of office building, apartment house, or other commercial or institutional building in clean and orderly condition. Makes minor repairs, following oral instructions.

Day-Care Center Worker (359.677-018)
Organizes and leads activities of children in nursing schools or in play rooms. Directs children in eating, resting, and toilet training. Maintains discipline.

Diesel Mechanic (625.281-010)
Diagnoses troubles, repairs, and maintains diesel engines of automobiles and trucks.

Diesel Mechanic - Heavy (625.281-020)
Diagnoses troubles, repairs, and maintains diesel engines used to power machines, such as buses, ships, trucks, railroad trains, electric generators, and construction and mining machinery.

Drill Press Operator (606.682-014)
Sets up and operates drill press to perform such operations as drilling, countersinking, spot-facing, and tapping holes in metal work pieces.

Dry Cleaner (362.382-014)
Operates drycleaning machine to clean garments, drapes, and other materials that cannot be washed without shrinkage or damage to fabrics.

Dry Wall Applicator (842.681-010)
Applies plasterboard or other wallboard to ceiling and interior walls of building.

EDP Computer Operator (213.362-010)
Monitors and controls electronic computer and peripheral equipment to process business, scientific, engineering, or other data, according to operating instructions. Wires control panel of peripheral equipment.

Electrician (824.261-010)
Plans layout, installs, and repairs wiring, electrical fixtures, and control equipment.

Electronics Assembler (726.684-018)
Assembles electronic equipment using electronic testing equipment, hand tools, and power tools.

General Laborer (899.877-010)
Performs a wide variety of unskilled manual tasks requiring both physical strength and coordination.

Groundskeeper (406.684-014)
Maintains grounds of industrial, commercial, or public property.

Industrial Garage Worker (620.684-014)
Assists automobile mechanic in repairing automobiles, buses, trucks, and other automotive vehicles, following verbal instructions.

Industrial Truck (Forklift) Operator (921.683-050)
Drives gasoline- or electric-powered industrial truck or tractor, equipped with forklift, elevating platform, or trailer hitch, to push, pull, lift, stack, or tier merchandise, equipment, or bulk materials in warehouse, storage yard, or factory.

Inspector (609.684-010)
Inspects materials and products for conformance to specifications, using fixed or preset measuring instruments.

Lathe Operator (604.685-026)
Sets up and operates lathes to perform machining operations such as turning, boring, threading, and facing on metal or nonmetallic work pieces.

Laundry Operator (369.684-014)
Receives, marks, washes, finishes, checks, and wraps articles in small laundry.

Machinist (600.280-022)
Sets up and operates machine tools, and fits and assembles parts to make or repair metal parts, mechanisms, tools, or machines.

Maintenance Mechanic (638.281-014)
Repairs and maintains machinery and mechanical equipment using hand tools, power tools, and precision measuring and testing instruments.

Material Handler (929.687-030)
Loads, unloads, and conveys materials within or near plant, yard, or worksite.

Millwright (683.281-018)
Installs, assembles, dismantles, and moves machinery and equipment according to layout plans, blueprints, and other drawings in industrial establishments, using hoist, lift trucks, hand tools, and power tools.

Nursing Assistant (355.674-014)
Assists in care of hospital patients, under direction of nursing and medical staff, through personal nonmedical service.

Office Machine Servicer (633.281-018)
Repairs and services office machines using handtools, power tools, micrometers, and welding equipment.
Packager (920.685-078)
Packages materials and products by hand or machine.

Painter (840.381-010)
Applies coats of paint, varnish, enamel, or lacquer to decorate and protect surfaces.

Photoengraver (971.381-022)
Photographs copy, develops negatives, and prepares photosensitized metal plates for use in printing.

Pipe Fitter (Plumber) (862.381-018)
Lays out, fabricates, assembles, installs, and maintains piping and piping systems, fixtures, and equipment for steam, hot water, heating, cooling, lubricating, and industrial processing systems.

Plasterer (842.361-018)
Applies coats of plaster to interior walls, ceilings, and partitions of buildings to produce finished surface, according to blueprints, architects' drawings, or oral instruction, using hand tools and portable power tools.

Presser (Laundry and Dry Cleaning) (363.682-014)
Presses articles by hand or machine to smooth surfaces, flatten seams, or shape articles.

Printing Press Operator (651.362-010)
Makes ready and operates various types of presses to produce printed material.

Product Assembler (706.681-010)
Assembles metal or wood products, partially or completely working at bench or on shop floor.

Production Assembler (706.687-010)
Performs one or more repetitive bench or line assembly operations to mass produce products.

Repairman (723.281-010)
Repairs electrical appliances, such as toasters, cookers, percolators, lamps, irons, vacuum cleaners, fans, and heaters using hand tools and electrical testing instruments. Examines, tests, replaces, adjusts, disassembles, reassembles, and repairs.

Roofer (866.381-010)
Covers roofs with materials to make them waterproof.

Sales Route Driver (Routeman) (292.353-010)
Drives truck over established route to deliver, sell, and display products or render services.

Saw Operator (667.682-022)
Operates various types of saws on production basis to cut wood, metal, and other materials.

Security Aide/Guard (372.667-034)
Guards industrial or commercial property against fire, theft, vandalism, and illegal entry. Patrols periodically, sounding alarm or calling police or fire department in case of fire or presence of unauthorized persons. May be deputized.

Sheet Metal Worker (804.281-010)
Fabricates, assembles, installs, and repairs sheet metal products and equipment.

Swimming Pool Servicer (891.684-018)
Cleans and makes adjustments and minor repairs to swimming pools and auxiliary equipment.

Tool and Die Maker (601.280-046)
Analyzes variety of specifications, lays out metal stock, sets up and operates machine tools, and fits and assembles parts to make and repair metal working dies, cutting tools, jigs fixtures, etc.

Truck Driver, Heavy (905.663-014)
Drives truck with capacity of more than three tons, to transport materials to and from specified destinations.

Truck Driver, Light (906.683-022)
Drives truck with capacity of less than three tons, to transport material to and from specified destinations.

Warehouse Worker (922.687-058)
Performs a combination of tasks to receive, store, and distribute materials, tools, equipment, and products within establishment. Conveys, sorts, and places materials, fills requisitions, work orders, or request for materials, tools, or other stock items. Assembles, marks, opens, weighs, and counts various items.

Welder (819.384-010)
Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes.

CLERICAL

Accounting Clerk (216.482-010)
Performs any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May post to records, total, compute and record, and type.

Bookkeeper (210.382-014)
Keeps records of financial transactions of establishment.

Cashier (211.462-010)
Receives cash from customers or employees in payment for goods or services.

Clerk (203.362-010)
Performs clerical tasks such as typing, copying, proofreading, and filing, not requiring knowledge of systems or procedures.

Collector, Bill and Account (241.367-010)
Locates, by visit or phone, customers to collect installments or overdue accounts, damage claims, or nonpayable checks. May repossess. May deliver bills.

Dispatcher (249.167-014)
Assigns motor vehicles and drivers for conveyance of freight or passengers and dispatches service or other workers to work site.

EDP Keypunch Operator (203.582-030)
Operates alphabetic and numeric keypunch machine, similar to operation of electric typewriter, to transcribe and verify data from source material onto punchcards, paper or magnetic tape, or magnetic cards. Records accounting or statistical data for subsequent processing by automatic or electronic data processing equipment. May tend machines that automatically interpret, sort, merge, or match punchcards into specified groups.

Executive Secretary (169.167-014)
Keeps official corporation records and executes administrative policies determined by or in conjunction with other officials. Prepares administrative memoranda, plans conferences, directs preparation of administrative records, notices, documents, resolutions, minutes of meetings, and acts as custodian of corporate documents and records.

File Clerk (206.362-010)
Files, searches, and investigates correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order, or according to subject matter. May use calculator. May supply written information from file

Hotel/Motel Desk Clerk (238.362-010)
Accommodates hotel and motel patrons by registering guests, answering inquiries, transmitting messages, and keeping records.

Legal Secretary (201.362-010)
Prepares legal papers and correspondence of legal nature, such as summonses, complaints, motions, and subpoenas. May review law journal and other legal publications pertinent to pending cases.

Medical Secretary (201.362-014)
Performs secretarial duties, taking dictation in shorthand or using transcribing machine, utilizing knowledge of medical terminology and hospital, clinic, or laboratory techniques. Compiles and records medical charts, reports, correspondence, and bills.

Order Clerk (249.367-054)
Processes and edits orders for material or merchandise received by mail, telephone, or personally from customer or company employee.

Order Filler (222.487-014)
Fills customers' mail and telephone orders and marks price of merchandise on order form.

Payroll Clerk (215.482-010)
Computes wages and posts wage data to payroll records, using office machines. May keep attendant wage reports and records. May prepare and distribute pay envelopes.

Personnel Aide (209.362-026)
Compiles, files, and keeps personnel records. Compiles and types reports from employment records. May do attendant personnel procedures.

Production Clerk (221.382-018)
Compiles, records, and reports on data for industrial establishment on consumption of raw material, quality control, volume of, and other aspects of production. Uses customer orders, work tickets, product specifications, and individual-worker production sheets. Uses office machines.

Receptionist (237.367-038)
Receives callers at establishment, determining nature of business, arranging appointments, and/or directing callers to person called. Maintains records.

Secretary (201.362-030)
Schedules appointments, gives information to callers, takes dictation, types, and otherwise relieves officials of clerical work and minor administrative and business detail.

Shipping and Receiving Clerk (222.387-050)
Receives incoming shipments of merchandise, prepares merchandise for shipment, and keeps pertinent records.

Stenographer (202.362-014)
Takes dictation in shorthand of correspondence, reports, and other matter, and operates typewriter to transcribe dictated material.

Stock Clerk, Self-Service Store (299.367-014)
Inventories and stocks shelves in store. Orders merchandise. Unpacks cartons and crates of merchandise, checking invoice, and pricing merchandise. Sets up advertising signs and displays merchandise. May clean. May check out, pack, and carry customers' purchases.

Stock/Inventory Clerk (222.387-058)
Receives, stores, issues, and compiles records of merchandise, equipment, and supplies on hand in establishment or department of establishment.

Switchboard Operator (235.662-022)
Operates cord or cordless switchboard to relay incoming, outgoing, and interoffice calls. May perform clerical duties and receive visitors.

Teller (211.362-018)
Receives and pays out money, and keeps records of money and negotiable instruments involved in various bank and financial transactions.

Word Processing Machine Operator (203.362-022)
Full-time operator of an automatic word processor. Types, makes changes, and retrieves stored material for automatic print out.

SALES

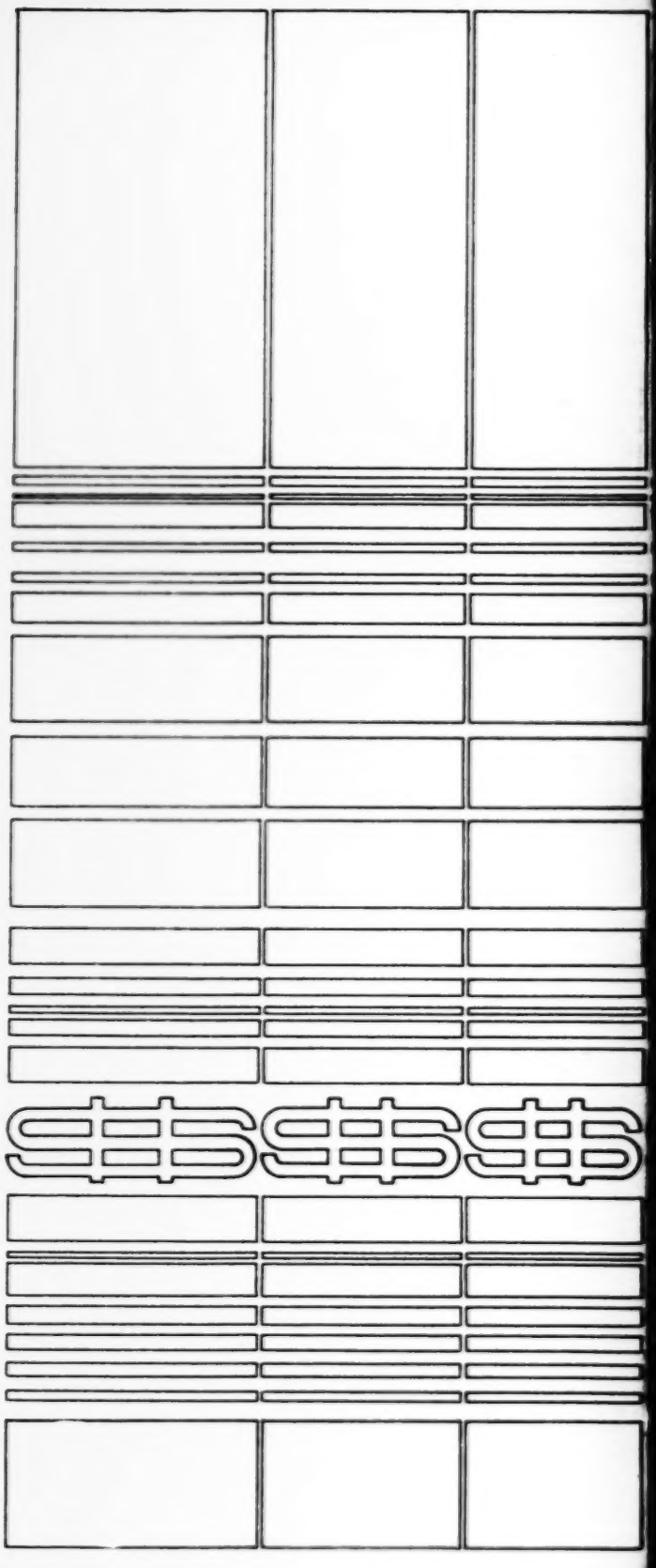
General Salesperson (279.357-054)
Sells variety of commodities by displaying and describing merchandise to prospective customers.

Insurance Sales Agent (250.257-010)
Sells insurance to new and present clients, recommending amount and type of coverage, based on analysis of prospects' circumstances.

Parts Counter Person (279.357-062)
Sells spare and replaceable parts and equipment from behind counter in agency, repair shop, or parts store. Reads catalog and advises customer on parts.

Real Estate Sales Agent (250.356-018)
Rents, buys, and sells property for clients.

Sales Clerk (290.477-014)
Recommends purchases and receives payment for merchandise selected by customer in retail establishment.



Arizona Department of Economic Security
— Moving People Toward Self-Sufficiency

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